ATTACHMENT
Designated Positions and Disclosure Requirements

1. Persons occupying the following positions are designated employees in **Category 1**:

   Governing Board Members
   Superintendent of Schools
   Assistant Superintendents
   Director, Fiscal Services
   Director, Information Services
   Director, Purchasing/Supplies Department

Designated persons in this category must report:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

   (1) Are engaged in the acquisition or disposal of real property within the district,

   (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or

   (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district.

2. Persons occupying the following positions are designated employees in **Category 2**:

   Certificated Directors
   Principals
   Assistant Principals
   Director, Facilities & Maintenance
   Director, Transportation

Designated persons in this category must report investments or business positions in or income from sources which:

a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

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Clerk of the Board of Supervisors
By: David Lampley
Deputy Clerk

b Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. Consultants are individuals who decide whether to: (Code of Regulations, Title 2, Section 18700)

a. Approve a rate, rule or regulation;

b. Adopt or enforce a law;

c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement;

d. Authorize the district to enter into, modify or renew a contract that requires district approval;

e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party;

f. Grant district approval to a plan, design, report, study or similar item; or

g. Adopt or grant district approval of district policies, standards or guidelines.

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Clerk of the Board of Supervisors
By: David Lamley
Deputy Clerk